

## Buckhorn Weston Village Hall Trustee's Annual Report

1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

### About us

Buckhorn Weston Village Hall  
Buckhorn Weston  
Dorset  
SP8 5HX

[www.buckhornwestonvillagehall.com](http://www.buckhornwestonvillagehall.com)

[bwvillagehall@gmail.com](mailto:bwvillagehall@gmail.com)

Charity number: 1003226

### Our volunteer trustees

Beverley Osborne – Chairman  
Pat Read – Vice Chairman  
Sandra Mackintosh – Treasurer  
Alison Berry  
Anne Ledgerwood  
Audrey Burt  
Jill Elsworth  
Dawn Wilton

### How we operate

In 1962 the land, together with the old wooden village hall, was donated to be held in trust for the purposes of a Village Hall for the use of the inhabitants of Buckhorn Weston and the neighbourhood. The document drawn up at the time, the Conveyance, is the governing document and it states:

*The property hereby conveyed shall be held upon trust for the purposes of a Village Hall for the use of the inhabitants of Buckhorn Weston and the neighbourhood, without distinction of sex, of political, religious or other opinions, and in particular for use for meetings, lectures and classes and other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.*

The Buckhorn Weston Parish Council are the custodian trustee, and the charity is administered by "The Committee of Management" (known as the Village Hall Committee). The committee consists of up to 12 elected members, with the option to co-opt a further 4 additional members.

Committee members (Trustees) are appointed annually at the Annual General Meeting and applications are encouraged from residents in Buckhorn Weston and the neighbourhood with leaflets, posters and notices on social media and websites.

The Village Hall Committee meet regularly (at least twice a year) to manage the operations of the hall (hiring out the facility), plan and carry out maintenance work and improvements, and fundraise. Where possible, these meetings take place in the hall, but during this financial year were held in a live virtual environment due to the COVID pandemic.

In all activities, the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### Our activities

In a normal year, our hall utilisation is just over 50%, and our regular hirers include:

- Dog training
- Pilates classes
- Short mat bowls sessions
- Toddler group
- Ladies group
- Parish council meetings
- Church coffee mornings
- Tai Chi classes
- Art group
- Dance classes
- Church soup lunches
- Benefice services

In addition, we are also used by couples looking for an affordable alternative wedding reception venue, as well as numerous birthday parties, family and life events; and the hall is also used on occasions by local businesses for meetings and conferences.

These activities fully support the vision set out in the conveyance document that the hall would be used for all forms of recreation and leisure-time occupation, with the object of improving the conditions of life for our residents. In particular, it should be noted that many recent studies have highlighted concerns regarding rural isolation particularly amongst the elderly, and we are extremely proud that our hall supports such a diverse range of activities that local residents can access.

However, in this financial year, our utilisation, and income from hiring, has fallen by 77% due to COVID-19.

### COVID-19

On 31st December 2019, the World Health Organisation office in China picked up a media statement by the Wuhan Municipal Health Commission from their website on cases of “viral pneumonia” in Wuhan.

In the months that followed, this disease (named coronavirus disease 2019, abbreviated as COVID-19) would go on to affect almost every country in the world, and leave many thousands of families grieving for loved ones who have died as a result of catching the disease.

On 23rd March 2020 the UK went into lockdown, with the public being told they could only leave their homes for limited reasons (food shopping, exercise once per day, medical need and travelling for work when absolutely necessary).

We closed our Village Hall following Government advice in March 2020 and all income stopped. As a committee we felt it was important to ensure that anyone who had booked the hall was offered the chance immediately of a refund or the option to roll forward to future dates any monies pre-paid for bookings that then could not take place as a result of the lockdown and any refunds were repaid by BACS promptly in order to support individuals and organisations who may have been struggling financially.

The Chairman and the Treasurer, with the full support of the village hall committee, then set up Buckhorn Weston Community Volunteers to provide support to anyone who needed extra help with shopping, collecting prescriptions etc. etc. We quickly established a network of 30 volunteers and as requests came in, they were matched with volunteers to complete the tasks. It has been a real success, with every member of the community knowing that there was always someone they could ask for help, or just have a chat to.

Any payments for goods have been managed through the Village Hall accounts to ensure transparency and prompt payment. Community volunteers have provided copies of receipts to the treasurer for reimbursement, and those using the service have paid the Village Hall for their goods.

When restrictions have been eased, the Committee have worked hard to enable hirers to once again use the hall for permitted activities – however many of our regular hirers have been unable to return during this financial year due to the underlying risks to their participants, or due to Government restrictions.

### Improvements to the facilities

As the hall has been closed for much of the financial year, we have made limited improvements to the building and facilities. However, we were awarded a grant in October 2020 from Dorset Council as part of the COVID Recovery project. This enabled to install broadband and audio / visual equipment to enable vulnerable members of our community to remain engaged with community and social activities even if they are shielding or self-isolating. A mobile video conference system has enabled us to open up meetings and activities to remote participants and even remote presenters.

The addition of broadband into the village hall will also enable other clubs and organisations, such as "silver surfers", who require a viable broadband connection for their services to look at using the Village Hall which in turn would provide additional information, advice, support, and leisure activities for the community, especially the elderly.

### Our finances

The Village Hall finances remain in a good position at the end of this financial year, largely due to the grants received from the Government to support those paying business rates

who were forced to close. Our operational costs and general maintenance activities have been kept to a minimum, and these have been funded from monies in the current account. This has enabled the grant monies to be set aside to use for future improvements to the facility.

The COVID-19 Grant Income is summarised below:

May 2020	£10,000
November 2020	£4,739 for the provision of audio-visual equipment
November 2020	£1,334
January 2021	£2,001 + £4,000
March 2021	£967.36 + £2,096

The committee reviewed the hall hire charges and agreed that they should remain unchanged for the 2021-2022 financial year to support the community recovery.

### Reserves policy

The Buckhorn Weston Village Hall (BWVH) reserves policy has been developed to allow the Village Hall Committee to properly manage its resources, and to help it match its resources to its requirements and objectives.

BWVH funds are divided into three categories to allow them to be more easily managed:

- Operating funds – these are monies used in the day-to-day running of the Hall.
- Improvement funds – monies accumulated for specific projects associated with the BWVH or the facilities it provides. Where these projects are considered mandatory, the associated funds are considered designated and are excluded from reserves.
- Contingency funds – monies set aside in case of emergencies such as complete loss of income or other unexpected incident preventing provision of the BWVH's facilities.

The reserves policy is to maintain the reserves at a level which is at least equivalent to 50% of annual operating costs (less transfers and deposit repayments).

The annual operating costs for 2020/2021 were £4,255.92. This figure excludes any costs associated with fundraising activities and events, capital purchases and improvements, COVID-19 reimbursements and refunds of hire fees and damage deposits.

The total free reserves (excluding bar stock) at 31 March 2021 is £25,640.81, which is 602% of annual operating costs.

The charity has no long-term investments. Our cash reserves are held in UK banks and any interest gained is identified separately in the accounts.

**BUCKHORN WESTON VILLAGE HALL ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

I have examined the books and vouchers of the Buckhorn Weston Village Hall Committee for the year ended 31<sup>st</sup> March 2021 and certify the accounts attached are in accordance therewith.

**Independent Examiner:**

Signed Rebecca Capozzoli Date 26/04/2021

Print Name: REBECCA CAPOZZOLI

**Chairman:**

Signed Beverley Osborne Date 13/5/21

Print Name: Beverley Osborne

**Treasurer:**

Signed Sandra Mackintosh Date 12/5/21

Print Name: Sandra Mackintosh

## Accounts Summary for Year Ended 31st March 2021

<b>Receipts:</b>	<b>2020/2021</b>	<b>2019/2020</b>
Bar licence fee	0.00	180.00
Booking payments for 2021/22	31.25	196.00
Cov Shopping	1122.01	302.11
Damages Deposit received	100.00	1200.00
Donations / Grants received	25202.36	7810.00
Event Income Banked	0.00	3119.85
Hire fees	2623.75	11404.37
Hire of equipment	0.00	0.00
Other Income	11.47	666.65
PRS Charges	86.00	157.75
Refund	234.58	96.00
<b>Sub Total</b>	<b>29411.42</b>	<b>25132.73</b>
Interest earned	2.73	4.15
<b>Income:</b>	<b>29414.15</b>	<b>25136.88</b>
<b>Payments:</b>		
Bar stock purchased	0.00	668.94
Business Rates	234.58	201.95
Capital Purchases/Improvements	4978.43	14322.45
Cleaning fees	1176.75	2833.50
Cleaning materials	64.17	275.52
Cov Reimbursement	1122.07	295.52
Damage Deposits repaid	100.00	1393.13
Electricity	355.33	728.29
Equipment / other hire	0.00	0.00
Equipment Service	608.73	491.96
Event expenses paid out	9.88	518.07
Hire monies refunded	1030.75	304.50
Insurance	673.30	666.44
Licenses & Subs	180.00	593.64
Oil	472.90	1133.22
Other	0.00	20.00
Repairs/Replacements	138.00	766.72
Stationery	8.99	14.99
Waste	174.06	251.42
Water	169.11	446.39
Website	0.00	71.99
<b>Total:</b>	<b>11497.05</b>	<b>25998.64</b>
<b>Net surplus/loss Yr End</b>	<b>17917.10</b>	<b>-861.76</b>
Bar stock carried forward 31/3/20	277.37	240.83

Bar stock purchased 20/21	0.00	668.94
Bar stock consumed 20/21	0.00	632.40
Bar stock value remaining	277.37	277.37

<b>Bank Balances</b>	<b>at 31/3/21</b>	<b>at 31/3/20</b>
Current Account	3305.46	5610.77
Contingency Account	3207.99	3207.14
Improvement Account	21044.36	818.56
<b>Bank account total:</b>	<b>27557.81</b>	<b>9636.47</b>
Cash in hand (Floats & Prize Money)	123.00	123.00
Bar stock value remaining	277.37	277.37
<b>Total reserves:</b>	<b>27958.18</b>	<b>10036.84</b>

**Reserves increased by: 17921.34**

#### Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

*Beverley Osborne*

Beverley Osborne  
Chairman, Buckhorn Weston Village Hall

28<sup>th</sup> October 2021